

Instructions for completing the Annual Compliance Certification.

Part 1 – Facility Information and Certification

Facility Name – Name of the facility.

Facility Location – Site address, street and town.

Title V Permit Number – Number assigned to facility's individual Title V permit.

Permit Issuance Date – Date of issuance of Title V permit.

Reporting Period – Typically from January 1 through December 31 of the previous year, except when the permit was issued during the year being reported, then from issuance date until end of calendar year.

Responsible Official – The person, or designated representative, in charge of a principal business function, or any other person who performs similar policy or decision-making functions and specified as such in the Title V application.

Permit Contact Person – The person with primary responsibility for managing environmental compliance, if different from the Responsible Official.

Certification of Compliance Statement – This statement must be signed by the Responsible Official and certifies the accuracy of information contained within the Annual Compliance Certification Report.

Part 2 - Listing of Compliance Status for Applicable Permit Terms and Conditions

Column (1) Permit Condition # - Identify each permit condition by the number used in the permit for which there is a requirement for compliance.

Column (2) Summary of Permit Condition Requirements - Give a brief description of the permit condition being cited (see examples in Section I of the guidance).

Column (3) Compliance Status – State the compliance status over the reporting period as Continuous "C", Intermittent "I", or Non-Compliant "N" as described below:

- a. *If the monitoring frequency for the determination of compliance is continuous AND the monitoring continuously shows compliance, then the compliance status is continuous.*
- b. *If the monitoring frequency for the determination of compliance is continuous but it shows intermittent periods of non-compliance, then the compliance status is intermittent.*
- c. *If the monitoring frequency for the determination of compliance is intermittent AND each intermittent recording shows compliance, then the compliance status is continuous.*
- d. *If the monitoring frequency for the determination of compliance is intermittent and readings show non-compliance, then the compliance status is intermittent.*
- e. *If the monitoring shows non-compliance for ALL readings, intermittent or continuous, then the compliance status is non-compliant.*

Note : If a source becomes aware of other material information that indicates that an emission unit has experienced periods of non-compliance with an applicable requirement even though the unit's permit required recordkeeping indicates compliance, the source must consider this information, identify and address it in the compliance certification, and certify accordingly. Sources may not ignore obvious relevant information and risk omitting material information, or making a false certification of compliance.

Column (4) Monitoring Frequency - Indicate **Continuous** (C) or **Intermittent** (I). Indicate (C) **only** if a CEMS or COMS unit is the monitoring method used.

Column (5) Monitoring Method - Monitoring Method Abbreviations: Recordkeeping Requirements (RR), Source Testing (ST), Continuous Emissions Monitoring (CEMS), Continuous Opacity Monitoring (COMS), No Visible Emissions (NVE), Opacity Observations (OP), and Operation & Maintenance Plans (OMP).

Column (6) Summary of Deviations from Requirements, if applicable – If there is a deviation from any permit requirement, it must be noted in this column. If the deviation has previously been reported to NHARD, then briefly state the deviation and when it was reported. If any deviation has not been already reported to NHARD, then complete the data required by Part 3 of the report.

Part 3 – Deviation Report

Column (1) Permit Condition # - - Identify each permit condition by the number used in the permit for which there is a requirement for compliance.

Column (2) Device – List which permitted device, if applicable, deviated from its permit requirements.

Column (3) Pollutant – If the deviation resulted in an emissions exceedance or violation, list the pollutant(s) involved.

Column (4) Deviation Description – Describe the condition that was deviated from, and the magnitude of the deviation.

Column (5) Deviation Date – List the date(s) on which the deviation occurred.

Column (6) Deviation Duration – State the times that the deviation began and ended.

Column (7) Cause of Deviation - Describe the events or conditions that led to the permit deviation.

Column (8) Corrective Action – State the actions that were taken to correct the deviation and to prevent future reoccurrences.

Part 4 – Additional Reports Summary

Facilities can use this form to refer to the submittal of data required by the Annual Compliance Certification that may have been included in other more frequently submitted reports. For example, facilities that have Continuous Emission Monitoring systems and are required to submit quarterly Excess Emission Reports (EER) may submit information required by the certification report along with the EER. Any information submitted in this manner has to be referred to in this part of the certification, or submitted again in its entirety. All information required by the Annual Compliance Certification

report must be submitted to NHARD prior to April 15 for the reporting period of the previous calendar year, whether or not it is submitted on any other basis than annually.

Column (1) Type of Permit-Required Report – State the type of report in which the data was submitted to NHARD.

Column (2) Reporting Period – State the reporting period for which the Permit-Required report was submitted.

Column (3) Date Report Submitted – State the date on which the report was submitted to NHARD.

Column (4) Information Required by the Annual Compliance Certification – State the information that was submitted in the report noted in column (1) of this part that is required to be included in the annual Compliance Certification Report.